

Agency City of Salisbury		Division/Unit Public Works - Technical Support
-----------------------------	--	---

ITEM NO.	DESCRIPTION	RETENTION
1.	Subject Records. -Sidewalk maintenance, bids, concrete recycling, manuals, State Highway Administration contracts. -Drawings, underground storage tanks.	Retain 1 year, then destroy. Retain permanently. Transfer periodically to the Maryland State Archives.
2.	Division Accounts. -Bulkheads, leases, storm drains, snow, water, street light retro-fit, etc.	Retain for life of lease plus 3 years, then destroy.
3.	Projects. -Various street improvements, engineering projects, site drawings.	Retain permanently. Transfer periodically to the Maryland State Archives.
4.	Budget Records. -Annual reports -Change forms, budget worksheet, correspondence, equipment purchases/large and small.	Retain permanently. Transfer periodically to the Maryland State Archives. Retain for 5 years, then destroy
5.	Personnel Records. -Various personnel forms, personnel files for each employee, includes: leave report, performance appraisal, change/action requests, disciplinary action report. (Originals to Human Resources).	Retain 1 year, then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>1/30/08</u> SIGNATURE <u>James Caldwell</u> TYPE NAME <u>James Caldwell</u> TITLE <u>Director</u>	SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>4 Jun 08</u> SIGNATURE <u>Edward C. Pennington</u>
---	--

Agency		Division/Unit
City of Salisbury		Public Works - Technical Support
ITEM NO.	DESCRIPTION	RETENTION
6.	Engineering Drawings. –Drawings of various city construction projects, sediment/erosion control, sequence drawings, plan view, details, utility plans, water main profile, etc.	Retain permanently. Transfer periodically to the Maryland State Archives.
7.	Storm Drain Records. –Site drawings, correspondence, agreements, maintenance reports, sediment control plan, etc.	Retain permanently. Transfer periodically to the Maryland State Archives.
8.	Water Projects. –Information for various water construction projects, purchase orders, correspondence, contracts, utility permits, water meter pricing, etc.	Retain for life of contract plus 3 years, then destroy.
9.	Sidewalk Condemnation. –Customer master file inquiry, bills for repairs, invoices, condemnation notices, UPS certified mail receipts, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
10.	Storms. –Snow removal policy, damages, hurricanes, hurricane plans, etc.	Retain until superseded or updated, then destroy.
11.	Miscellaneous Subject Records. –Equipment files, field change orders, insurance certificates, silt fence information, correspondence, brochures, storm drain vendor information, employee forms, purchase order copies, training information, employment applications, etc.	Screen annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Agency		Division/Unit
City of Salisbury		Public Works - Technical Support
ITEM NO.	DESCRIPTION	RETENTION
12.	Vendor Records. -Packing slips, bills of lading, purchase orders, etc.	Retain 3 years, then destroy.
13.	Maryland Department of Transportation. -Driver vehicle condition daily reports.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.